



GETTING OFF TO A GOOD START

- Don't forget your Request to Administer and Project Administration Agreement. These need to be fully executed (local and VDOT) first.
- Use the *Guide for Local Administration of VDOT Projects* and the checklist to ensure successful project delivery.
- Your VDOT Project Coordinator is there to help you – communicate with them early and often!

FINANCE/PROGRAMMING

- Your funds will be available on a reimbursement basis as you progress.
- Some funds have a time limit on their availability – keep this in mind.
- Each project phase (PE, RW, CN) needs to have federal authorization before work can begin – any work that occurs before authorization can not be reimbursed.
- We all have a responsibility for meeting Virginia's Federal obligation!

PRELIMINARY ENGINEERING/DESIGN

- Keep your VDOT Project Coordinator informed at all times
- Localities, as recipients of Federal Funds are responsible for adhering to all appropriate Federal requirements – use the Guide and Checklist to make sure you're on track!
- Don't be afraid to ask questions – it is not better to seek forgiveness rather than permission!

ENVIRONMENTAL

- State Environmental Review Process (SERP) is followed for all construction projects.
- National Environmental Policy Act (NEPA) is a process that all federally funded projects must go through. It is not complete until FHWA signs off on the environmental document.

- Environmental commitments must be implemented during PE, R/W, and construction
- Kick-off meeting with VDOT Project Coordinator and VDOT District Environmental Manager is key to successful project

COMPLIANCE/AUDIT

- A FAR audit is required for all consultants.
- Fee proposal must contain documentation to support proposed cost.
- Project records must be maintained for a period of three years following the acceptance of final voucher.
- Submit single audit to VDOT within required timeframe if you expend more \$500,000 in federal funding each year.
- Contact us if you have any questions or concerns – WE ARE HERE TO HELP YOU!!!

LAND ACQUISITION & UTILITY RELOCATIONS

- Follow the Right of Way & Utilities Manual and the Code of Virginia
- Assume every acquisition is under threat of Eminent Domain
- Contact Project Coordinator with ALL questions (when in doubt ask)
- Get written approval before deviating from policy on any item
- VDOT oversight is necessary and should be viewed as an asset
- Get HAZMAT clearance on ALL questionable parcels
- At time offer is made, provide approved appraisal and certified title examination to owner
- Appraiser/negotiator cannot be the same person
- Locality's responsible charge must approve and support in writing all settlements exceeding approved appraisal value
- Utility relocation – Locality is responsible for in kind replacement only. Facility owner is responsible for any betterment.
- Advertisement – The letter and checklist shown as Appendix K of the Guide is required indicating all work has been accomplished
- Keep ALL records
- Audits may occur years down the road. Your money is still at risk.

CIVIL RIGHTS

- Submit your RFP's and Bid Documents to your Project Coordinator for Civil Rights reviews

- Contractors need to meet established goals or demonstrate a good faith effort – this needs to be reviewed before any contracts are executed.
- You are responsible for labor compliance reviews and project monitoring for Civil Rights compliance.
- The District Civil Rights Office is available to help you – don't hesitate to ask!

CONSTRUCTION

- Allow adequate time in your project schedule for VDOT review of contract documents.
- Utilize the tools available to help you in the Construction Process.
- Make sure your project inspectors have the appropriate certifications.
- Work with your VDOT Project Coordinator to identify requirements for your project – no two projects are the same!
- When in doubt, ask!